DIRECTIONS FOR COMPLETION OF
THE DISCRETIONARY GRANTS APPLICATION

Submit an **original and three copies of Sections I, II, III, IV, V, VI, and VII and the individual grant sections for which your district/agency want to be considered** postmarked by May 3, 2004, to the following address:

Federal Discretionary Grants
Department of Elementary and Secondary Education
205 Jefferson Street, PO Box 480
Jefferson City, Missouri 65102-0480

Narratives must be typed, confined to space provided, and restricted to 10-12 pt. font size. If you complete the application on-line it is set to a default font of 10 pt. **No attachments will be accepted with the application.**

All grant applicants must complete Sections I, II, III, IV, V, VI, and VII and the individual grant sections for which your district/agency want to be considered.

SECTION I - FOR DESE USE ONLY
The signature of the authorized DESE official is for Department use only.

SECTION II - TOTAL BUDGETS BY PROGRAM
Total budgets for each discretionary grant must be completed and shown in the grid.
PLEASE NOTE: Separate discretionary grant applications from the same district/agency for different programs will not be accepted.

SECTION III - DISTRICT AND PROGRAM INFORMATION
List the name of the District or Applicant who will be serving as the fiscal agent for the grant(s) and indicate the board-authorized representative for the total grant package. Complete the grant contact information for each discretionary grant being completed. The grant contact should be someone who knows the grant well and will be in daily contact with the project staff. The building code for the authorized representative and for each of the grant contacts should be the actual school building in which they are located.

SECTION IV - ASSURANCES AND CERTIFICATION
Original signature of the superintendent or authorized representative guarantees all assurances will be met.

SECTION V – INDICATORS OF NEED
Information can be located by the following:
- District Student Enrollment can be found on the following website: http://dese.mo.gov/schooldata/

- District Free and Reduced Lunch Percentage can be found on the following website:
  http://dese.mo.gov/schooldata/

- District Dropout Rate can be found on the following website: http://dese.mo.gov/schooldata/

- MSIP Accreditation can be found on the following website: http://dese.mo.gov/schooldata/

- **District** Reading and Math Adequate Yearly Progress (AYP) can be found on the following website:
  http://dese.mo.gov/schooldata/.

- Homeless Children and Youth Count conducted by the District on the total number of homeless children and youth served one day **OR** by the total number of homeless children and youth served during the entire previous school year **OR** the results of DESE's census in the year 2000 as required by federal legislation. The DESE census can be found on our website at:
  http://dese.mo.gov/divimprove/fedprog/discretionarygrants/homeless/Hmcensus.htm under 2000 Homeless Census Results by School District.

SECTION VI - GRANTS AND THEIR RELATIONSHIP TO THE MSIP PROCESS STANDARDS

Check only the boxes in each process area that will be addressed by the grant(s) for which an application is being made.

Refer to the MSIP Planning Matrix on page 15.

SECTION VII - DISTRICT'S CSIP GOALS/OBJECTIVES

Complete the District Goal section for each of the District's CSIP goals/objectives and the measurement of each goal/objective that will be addressed by specific strategies in the individual discretionary grant for which the district/agency is applying. Please limit goals/objectives to five (5).

SECTION VIII - COMPREHENSIVE SCHOOL REFORM PROGRAM

If you are applying on behalf of one or more buildings that are applying for second or third year continuation funds, please refer to the directions for continuation applications on page 11. Districts can apply for new buildings and have buildings in continuation. Buildings that have implemented reform models are ineligible to apply for a new CSR grant.

Section VIII - A. Grant Information: Complete as directed. Check all that apply.

Section VIII - B. Identification of Schools Intending to Implement a School Reform Model: List all participating district school buildings by building code. A building code can be found in the Missouri School Directory. There must be a building code assigned to receive these funds.

Complete a section for each participating building by indicating the school district building code, the grade level served, building name, Title I status, building free/reduced lunch percentage, and building enrollment. Indicate building's Title I status by checking the box. Provide the **February Core Data** building percentage for the Free and Reduced Lunch. Building enrollment must be taken from the **October Core Data** cycle. **Please leave the DESE Approval Signature & Date lines blank.** If more than five (5) buildings will be competing, make additional copies of this page as necessary.

Example:

VIII - B. IDENTIFICATION OF SCHOOLS INTENDING TO IMPLEMENT A SCHOOL REFORM MODEL - *List each building applying. Copy as needed.*	
Building Code: 4020	**Building Name: Yellow Brick Road Elementary**
☐ Pre-K ☐ Other _____	☐ Schoolwide ☐ Targeted Assistance ☒ Title I Eligible
☒ K-5	Building Free/Reduced Lunch Percentage 51%
☐ 6-8	Building Enrollment 233
☐ 9-12	DESE Approval Signature & Date

Section VIII - B. Identification of Schools Intending to Implement a School Reform Model *continued:*

Complete this section for each building that will be implementing a CSR model. **This page can be copied**, if more than five (5) buildings are applying.

Each building must be identified only by its school district building code as designated in the DESE School Directory.

Other reason(s) for identifying building(s) as having a need for reform must be listed in the left hand column and the data or value must be completed under the building column. The district or building determines the reasons why a building has a need for reform. **However,** at least one reason listed must have an academic focus.

Example:

VIII - B. COMPREHENSIVE SCHOOL REFORM IDENTIFICATION OF SCHOOLS INTENDING TO IMPLEMENT A SCHOOL REFORM MODEL *continued* - List each building applying. Copy as needed.						
	Building Code					
School District Building Code (from DESE School Directory)	4020					
Other Reason(s) for Identifying Building(s) as Having a Need for Reform	Building Percent or Value					
1. **Has not made Title I Reading AYP for the past 2 years and is over 5% in the Step I performance level of the state assessment for communication arts.**	**12%**					
2. **Building Level Free and Reduced Lunch Program is over 50%.**	**52%**					

Section VIII - C. Comprehensive School Reform District Supporting Actions: The District <u>must</u> provide information on how it will support the reform model(s) and provide equitable access to instruction and services for all children. These two areas must be tied to District CSIP goal(s). Indicate goal(s) by the number assigned in *Section VII - District's Comprehensive School Improvement Program (CSIP) Goals/Objectives.* The typed narrative must be confined to space provided and restricted to 10-12 pt. font size. No attachments will be accepted with the application.

PLEASE NOTE: The Equitable Access section must <u>be signed and dated</u> by the board-authorized representative.

Section VIII - D. Comprehensive School Reform Model Information: Copy this section as needed if more than one reform model program is to be implemented.

Provide the name of the reform model and indicate in which building(s) it will be implemented. Indicate whether or not a letter of intent has been established with the reform model developer, if the model has been implemented in that building in the last three years, and if the building has previously received a three year grant. Narrative must be typed and limited to space provided and restricted to 10-12 pt. font size. No attachments will be accepted with the application

Example:

VIII - D. COMPREHENSIVE SCHOOL REFORM MODEL INFORMATION - *Copy section D for each CSR model to be implemented.*	
NAME OF REFORM MODEL **Crocodile Rock School Reform Model**	IMPLEMENTED IN BUILDING(S) *LIST BY BUILDING CODE* **1050**
LETTER OF INTENT WITH DEVELOPER **X** Yes ☐ No	HAS THIS MODEL BEEN IMPLEMENTED IN THIS BUILDING IN THE LAST THREE YEARS? ☐ Yes **X** No HAS THIS BUILDING PREVIOUSLY RECEIVED A CSR THREE YEAR GRANT? ☐ Yes **X** No
In the space provided, provide an overview of the reform model you have selected and how it will improve student academic achievement.	

.

Check the boxes as they apply to the reform model. For this grant proposal to be considered, all elements of #1 (Scientifically Based Research Methods And Strategies **or** Effective Methods and Strategies) must be completed. Elements requiring responses are:

- Theory/Research Foundation
- Evaluation-Based Evidence of Effectiveness
- Implementation
- Replicability

Example: Not all areas for this section are shown

<table>
<tr><td colspan="2">1. Scientifically Based Research Methods and Strategies
Theory/Research Foundation:
   The reform model: <i>(check all that apply)</i></td></tr>
<tr><td>X</td><td>explains the theory behind its design;</td></tr>
<tr><td>X</td><td>explains how the reform model's components reinforce one another to significantly improve student achievement;</td></tr>
<tr><td>X</td><td>includes references to the scientific literature that clarifies why the model significantly improves student achievement.</td></tr>
</table>

If the reform model **does not contain data for these four areas, it is not a scientifically based research method model** and **is ineligible for the Comprehensive School Reform program**. The model developer can provide valuable information for this section.

For the components listed in Section D, boxes 2-8, check the boxes as they apply to the reform model.

Example:

VIII - D. COMPREHENSIVE SCHOOL REFORM MODEL INFORMATION *continued - Copy section D for each CSR model to be implemented*

2. Comprehensive Design For Effective School Management With Aligned Components
   The reform model's comprehensive design aligns with: *(check all that apply)*

☐	instruction;
☐	assessment;
☐	technology;
☐	classroom management;
☐	professional development;
☐	parent involvement.
X	Does not contain this component *(complete Section D)*

If the reform model chosen does not have one or more of these seven components, complete *Section VIII - D. Comprehensive School Reform Model Components continued* for the missing components. Typed narrative must be confined to space provided and restricted to 10-12 pt. font size. No attachments will be accepted with the application.

Example: Detail for this area is not complete.

VIII - D. COMPREHENSIVE SCHOOL REFORM MODEL COMPONENTS *continued - Complete the components on the remaining portion of this page only if the reform model does not contain the required component(s) from the previous sections.*

Check only one missing component and describe how the component will be addressed

☐	Comprehensive Design	X	Measurable Goals for Student Performance
☐	External Technical Support And Assistance	☐	Support Within The School, Parents, And Community
☐	Professional Development	☐	Evaluation Strategies
☐	Provides Support		

We have aligned them with the Show-Me Goals for all curriculum areas. We will outline in this description details of the alignment as follows. . . . . .

Complete the last page of Section D and copy for each model.

Example: Detail for this area is not complete.

VIII - D. COMPREHENSIVE SCHOOL REFORM BUILDING LEVEL INFORMATION *continued - Copy section D for each CSR model to be implemented.*	
NAME OF REFORM MODEL **Crocodile Rock School Reform Model**	IMPLEMENTED IN BUILDING(S) *LIST BY BUILDING CODE* **1050**
In the space provided, provide an overview of the reform model you have selected and how it will improve student academic achievement. **The Crocodile Rock School Reform Model is a model that implements reading across every subject and grade, at the K-8 level. However, reading across the curriculum is only one main element of the model. This will improve student achievement by . . . . .**	

Section VIII - E. Comprehensive School Reform Building Level Information: This section is to be copied and completed for <u>each building</u> implementing a CSR program. For purpose of evaluation, MAP data can be used. However, MAP scores cannot be the only method of evaluation used, because MAP results will not be received in time to evaluate an activity accurately.

Section VIII - F. Comprehensive School Reform Per Building Budget: This section is to be copied and completed for each building implementing a CSR program. Each building budget subtotal must be transferred to *Section VIII - G. Comprehensive School Reform Budget Summary*. For examples see Administrative Manual, page 7.

Section VIII - G. Comprehensive School Reform Budget Summary: Transfer subtotals from *Section VIII - F. Comprehensive School Reform Per Building Budget* to this summary grid. Then total across for Total Grant Funds per cost section and then down for a Grand Total.

Example:

VIII - G. COMPREHENSIVE SCHOOL REFORM BUDGET SUMMARY							
GROUP 1	**Building Code** __1050__	**Building Code** __4020__	**Building Code** _____	**Building Code** _____	**Building Code** _____	**Building Code** _____	**TOTAL**
6100: Salaries	**$25,000**	**$25,000**					**$50,000**
6200: Employee Benefits	**$5,000**	**$5,000**					**$10,000**
6300: Purchased Services	**$20,000**	**$20,000**					**$40,000**
6400: Materials/Supplies	**$20,000**	**$20,000**					**$40,000**
Subtotal	**$70,000**	**$70,000**					**$140,000**
6500: Capital Outlay	**$5,000**	**$5,000**					**$10,000**
GROUP 1 SUBTOTAL	**$75,000**	**$75,000**	**$**	**$**	**$**	**$**	**$150,000**

Section VIII - H. Summary by Activity: All applying buildings are eligible for $75,000 each. Comprehensive School Reform is **not eligible** for indirect cost. Transfer this total to *Section II – Total Budgets By Program*.

Example:

VIII - H. Summary by Activity *(Transfer TOTAL funding areas to SECTION II)*		
	Building Activities	**TOTAL**
6100: Salaries	**$50,000**	**$50,000**
6200: Employee Benefits	**$10,000**	**$10,000**
6300: Purchased Services	**$40,000**	**$40,000**
6400: Materials/Supplies	**$40,000**	**$40,000**
SUBTOTAL	**$140,000**	**$140,000**
6500: Capital Outlay	**$10,000**	**$10,000**
Total	**$150,000**	**$150,000**

First year and continuation grants should be totaled together before being transferred to Section II.

Example: Program total funds should be transferred to *Section II - Total Budgets By Program*.

SECTION II - TOTAL BUDGETS BY PROGRAM								
PROGRAM	**6100: Salaries**	**6200: Employee Benefits**	**6300: Purchased Services**	**6400: Materials/ Supplies**	**SUBTOTAL**	**Indirect Cost Rate ___% (optional)**	**6500: Capital Outlay**	**TOTAL**
Comprehensive School Reform	**$50,000**	**$10,000**	**$40,000**	**$40,000**	**$140,000**		**$10,000**	**$150,000**
Homeless Children and Youth								
Even Start Family Literacy								

SECTION IX - HOMELESS CHILDREN AND YOUTH PROGRAM

School districts may apply for funding based on the number of homeless children and youth being educated in the district up to a maximum level of $400 per homeless child. The minimum amount of an approvable grant is $8,000. The maximum amount any district may apply for is $150,000 (375+ students) regardless of the number of homeless children and youth being educated in the district.

Section IX - A. Project Information: Complete section as indicated.

Check the box that indicates how the Homeless Children and Youth Census information was determined. This information must be broken down for the categories listed and the number to be served by this grant.

Example:

Homeless Children and Youth Residing within the District Census was based on *(check and complete one only)*
X Census conducted by the District on a one-day count on _____ (date) OR by the total number served during the school year for the year **2002-2003**
☐ Census data from DESE on _____(date)

GRADE/AGE	NUMBER LIVING IN OTHER PLACES	NUMBERS IN SHELTERS	APPROXIMATE NUMBER TO BE SERVED BY PROJECT
BIRTH TO AGE 2	4	45	10
PRESCHOOL (ages 3-5)	70	78	40
ELEMENTARY (K-6)	100	50	150
MIDDLE/JUNIOR HIGH (7-8)	67	32	99
HIGH SCHOOL (9-12)	23	3	26
YOUTH/DROPOUT (ages 19-21)	22	22	10

Section IX - B. Needs Assessment: Complete as directed. Check all that apply.

Section IX - C. Coordination of Services: Check all the coordination efforts for this grant.

Section IX - D. Homeless Children and Youth Program Strategies: List all Strategies as included in the district CSIP that will be addressed by Homeless Children and Youth grant. Indicate the district goal numbers as assigned in the previous *Section VII - District's Comprehensive School Improvement Program (CSIP) Goals/Objectives.*

Section IX - E. Homeless Children and Youth Program Funding: Complete as directed.

Section IX - F. Homeless Children and Youth Program Activities: Complete an activity section for each grant activity. Indicate the related District CSIP Strategy/Action Step(s) for each activity. Use the CSIP Strategy/Action Step numbers from *Section IX - D Homeless Children and Youth Program Strategies*. The activities related to administration, evaluation, collaboration, policies and procedures must be completed as indicated; then up to five (5) additional activities may be implemented. Administration should explain how the program will be administered and who will administer the program. Evaluation should include how the program will be assessed throughout the grant cycle. Collaboration should describe both inter-district collaboration and collaboration with local agencies and other service providers. Policies and Procedures must include a description of policies and procedures consistent with the prohibition on segregation that your district will implement to ensure that activities carried out will not isolate or stigmatize homeless children and youth. Each activity must have a concise description and must explain both the evaluation method of the activity and the time span for the activity. For purpose of evaluation, MAP data can be used. However, MAP scores cannot be the only method of evaluation used, because MAP results will not be received in time to evaluate an activity accurately. The typed narrative must be confined to space provided using 10-12 point font.

Section IX - G. Homeless Children and Youth Program Activity Budget: Complete this section to indicate total costs of implementing all activities. Provide a brief itemization of the line item and its cost. Each cost area must be subtotaled and then a grand total given. For examples see Administrative Manual, page 7.

These totals must be copied to *Section II - Total Budgets By Program*.

Example: Program total funds should be transferred to *Section II - Total Budgets By Program*.

	6100: **Salaries**	**6200:** **Employee Benefits**	**6300:** **Purchased Services**	**6400:** **Materials/ Supplies**	**SUBTOTAL**	**Indirect Cost Rate _____% (optional)**	**6500:** **Capital Outlay**	**TOTAL**
PROGRAM								
Comprehensive School Reform						▉		
Homeless Children and Youth								
Even Start Family Literacy						▉		

SECTION II - TOTAL BUDGETS BY PROGRAM

If indirect cost is applied, the district's restricted rate must be used. Administration costs for the total grant cannot exceed 5 percent of the total proposed budget.

SECTION X – EVEN START FAMILY LITERACY PROGRAM

Complete this section only if you are applying for the 1st, 5th, 9th, 10th, 11th and subsequent year of funding. If you are applying for continuation for years 2-4 or 6-8, please refer to the directions for continuation applications on page 11.

First year applicants are limited to a total of $200,000 grant award.

Section X - A. Project Information: Complete section as indicated. If the grant will have a specific name, please fill in project title. In the upper right corner of the page, indicate the year of the initial grant. Please indicate the approximate number to be served by this grant for the categories listed. Provide a realistic estimate of the numbers to be served. Indicate the number of non-public schools consulted during the planning of your grant. Indicate the number of non-public schools consulted during the planning of this grant. See page 38 of the Administrative Manual for complete instructions.

Section X - B. Needs Assessment: Complete as directed. Compile required data from the following sources:

University of Missouri, Office of Social and Economic Data Analysis (OSEDA)
web site: http://www.oseda.missouri.edu/

Kids Count in Missouri information can be located by contacting:

Citizens for Missouri's Children
Cande Iveson
KIDS COUNT Project Director
2717 Sutton Avenue, Suite 200
St. Louis, MO 63143
888-287-KIDS Toll-Free
314-647-2003
314-644-5437 FAX
E-MAIL: cmc@jinx.umsl.edu
WEB ADDRESS: http://www.mokids.org/

County Waiting Lists can be compiled by contacting your local Head Start offices and other early childhood programs within the district.

School District Information can be obtained from the school district or by contacting the Department of Elementary and Secondary Education, Core Data Section, at 573/751-9060 or by visiting their web site: http://dese.mo.gov/divimprove/coredata/index.html

Section X - C. Recruitment and Retention: Describe the methods your project will use to ensure that it will serve families most in need of Even Start Services (including those with special needs such as limited English proficient and individuals with disabilities) and how your program will encourage participants to remain in the program for a time sufficient to meet the program's purpose. Confine response to area provided.

Section X - D. Past Collaborations: List all collaborations with programs for young children, adults or families that have been implemented successfully by your agency/district. List by project name, project collaborating partner, and the number of young children, adults, or families served by each project.

Section X - E. Coordination Of Services and Resources: Check all other federal, state, local, and private services and resources that will be utilized to support and sustain the Even Start Family Literacy Program. If "Other" is checked, a short title needs to be included.

Section X - F. Even Start Family Literacy Program Assurances: The Even Start Family Literacy Program Assurances must be signed and dated by the board-authorized representative.

Section X - G. Even Start Family Literacy Program Strategies: List all strategies included in the district CSIP that will be addressed by Even Start Family Literacy Program grant. Indicate the district goal numbers as assigned in the previous *Section VII - District's Comprehensive School Improvement Program (CSIP) Goals/Objectives.*

Section X - H. Even Start Family Literacy Program Activities: Complete an activity section for each grant activity. Indicate the related District CSIP Strategy/Action Step(s) for each activity. Use the CSIP Strategy/Action Step numbers from *Section X – G Even Start Family Literacy Strategies*. The activities related to administration, evaluation, professional development, adult education and literacy, early childhood education, parenting education, and home based activities must be completed as indicated; two (2) additional activities can be implemented. Each activity must have a measurable objective that focuses on performance and states how it will change the child and/or family. It must also have a concise description and must explain both the evaluation method of the activity and the time span for the activity. Typed narrative must be confined to space provided.

Section X - I. Even Start Family Literacy Program Activity Budget: Complete this section to indicate total costs of implementing all activities. Provide a brief description of the line item and its cost. Each cost area section must be subtotaled and then a grand total given. The grant funds requested totals must be copied to *Section II - Total Budgets By Program*. **Do not include Match Funds for Section II - Total Budgets By Program**. For examples see Administrative Manual, page 7.

Non-Public Forms: All non-public schools within the geographic area of the Even Start project that are registered with DESE must be contacted during the planning, and before submission of the grant to DESE. You must discuss with the non-public schools how you will include services to those eligible. You must discuss how the children's needs will be identified, what services will be offered, how and where the services will be provided, and how the services will be assessed.   Contacts with the non public schools should continue throughout the implementation of the project.

Example: Program total funds should be transferred to *Section II - Total Budgets By Program*. Do not transfer Match Funds.

SECTION II - TOTAL BUDGETS BY PROGRAM								
PROGRAM	6100: Salaries	6200: Employee Benefits	6300: Purchased Services	6400: Materials/ Supplies	SUBTOTAL	Indirect Cost Rate _____% (optional)	6500: Capital Outlay	TOTAL
Comprehensive School Reform						███		
Homeless Children and Youth								
Even Start Family Literacy						███		

Even Start Family Literacy Program is not eligible for indirect costs.

DIRECTIONS FOR DISCRETIONARY CONTINUATION GRANTS APPLICATIONS

COMPREHENSIVE SCHOOL REFORM PROGRAM
EVEN START FAMILY LITERACY PROGRAM

Submit one **original and one copy of Sections I, II, III, IV, V, VI, and VII and the individual grant sections for which your district/agency want to be considered** of the continuation forms for the Comprehensive School Reform Program and/or the Even Start Family Literacy Program <u>as part of</u> the Discretionary Grant application postmarked by May 3, 2004 to:

Federal Discretionary Grants
Department of Elementary and Secondary Education
205 Jefferson Street, PO Box 480
Jefferson City, Missouri 65102-0480

Narrative must be typed, confined to space provided, and restricted to 10-12 pt. font size. **No attachments will be accepted with the application.**

All grant applicants must complete Sections I, II, III, IV, V, VI, and VII of the individual continuation grant sections for the Comprehensive School Reform Model and/or the Even Start Family Literacy Program.

SECTION I - FOR DESE USE ONLY
The signature of the authorized DESE official is for Department use only.

SECTION II - TOTAL BUDGETS BY PROGRAM
Total budgets for each discretionary grant must be completed and shown in the grid. Combine the funds from the Comprehensive School Reform Program and/or the Even Start Family Literacy Program continuation forms with the other discretionary grants for which you are applying. **Separate discretionary grant applications from the same district/agency for different programs will not be accepted**.

SECTION III - DISTRICT AND PROGRAM INFORMATION
List the name of the District or Applicant who will be serving as the fiscal agent for the grant(s) and indicate the board-authorized representative for the total grant package. Complete the grant contact information for each discretionary grant section being completed. The grant contact should be someone who knows the grant well and will be in daily contact with the project staff. The building code for the authorized representative and for each of the grant contacts should be the school building in which they are located.

SECTION IV - ASSURANCES AND CERTIFICATION
Original signature of the superintendent or authorized representative guarantees all assurances will be met.

SECTION V – INDICATORS OF NEED
All areas must be completed.

SECTION VI - GRANTS AND THEIR RELATIONSHIP TO THE MSIP PROCESS STANDARDS
Check only the boxes in each process area that will be addressed by the grant(s) for which an application is being made.

Refer to the MSIP Planning Matrix on page 15.

SECTION VII - DISTRICT'S CSIP GOALS/OBJECTIVES
Complete the District Goal section for each of the District's CSIP goals/objectives and the measurement of each goal/objective that will be addressed by specific strategies in the individual discretionary grant for which the district/agency is applying. Please limit goals/objectives to five (5).

Section XI - A. Identification of Schools Intending to Continue Implementing a School Reform Model:
List all participating district school buildings by the priority ranking of most in need as determined by the District.

Section XI - B. Comprehensive School Reform Identification of Schools Intending to Continue Implementing a School Reform Model: List continuing district school buildings by building code.   A building code can be found in the Missouri School Directory. There must be a building code assigned to receive these funds.

Complete a section for each participating building by indicating the school district building code, the grade level served, building name, Title I status, building free/reduced lunch percentage, and building enrollment. Indicate building's Title I status by checking the box. Provide the **February Core Data** building percentage for the Free and Reduced Lunch. Building enrollment must be taken from the **October Core Data** cycle. **Please leave the DESE Approval Signature & Date lines blank.** If more than five (5) buildings will be competing, make additional copies of this page as necessary.

Section XI - C. Comprehensive School Reform District Supporting Actions: The District must provide information on how it will support the reform model(s) and provide equitable access to instruction and services for all children. These two areas must be tied to District CSIP goal(s). Indicate goal(s) by the number assigned in *Section VII District's Comprehensive School Improvement Program (CSIP) Goals/Objectives.* Typed narrative must be confined to space provided and restricted to 10-12 pt. font size. The Equitable Access section must be signed and dated by the board-authorized representative.

Section XI - D. Comprehensive School Reform Per Building Budget: This section is to be copied and completed for each building implementing a CSR program. For examples see Administrative Manual, page 7. Each building budget subtotal must be transferred to *Section XI - E Comprehensive School Reform Budget Summary*.

Section XI - E. Comprehensive School Reform Budget Summary: Transfer subtotals from *Section XI - D Comprehensive School Reform Per Building Budget* to this summary grid. Then total across for Total Grant Funds per cost section and then down for a Grand Total.

Section XI - F. Summary by Activity: All applying buildings are eligible for $75,000 each. Comprehensive School Reform is **not eligible** for indirect cost. Transfer this total to *Section II – Total Budgets By Program*.

Section XII - A. Project Information: Complete section as indicated. If the grant will have a specific name, please fill in project title. In the upper right corner of the page, indicate the continuation year of the grant. Please indicate the realistic estimate to be served this year for the categories listed.

Section XII - B. Coordination Of Services and Resources: Check all other applicable federal, state, local, and private services and/or resources that will be utilized to support and sustain the Even Start Family Literacy Program. If "Other" is checked, include a short title.

Section XII - C. Even Start Assurances: The Even Start Family Literacy Program Assurances must <u>be signed and dated</u> by the board-authorized representative.

Section XII - D. Even Start Family Literacy Program Strategies: List all strategies as included in the district CSIP that will be addressed by Even Start Family Literacy grant. Indicate the district goal numbers as assigned in the previous *Section VII - District's Comprehensive School Improvement Program (CSIP) Goals/Objectives.*

Section XII - E. Even Start Family Literacy Program Activities: Complete an activity section for each grant activity. Indicate the related District CSIP Strategy/Action Step(s) for each activity. Use the CSIP Strategy/Action Step numbers from *Section XII - D Even Start Family Literacy Program Strategies*. The activities related to administration, evaluation, professional development, adult education and literacy, early

childhood education, parenting education, and home based activities must be completed as indicated; two (2) additional activities can be implemented. Each activity must have a measurable objective that focuses on performance and states how it will change the child and/or family. It must also have a concise description and must explain both the evaluation method of the activity and the time span for the activity. Typed narrative must be confined to space provided.

Section XII - F. Even Start Family Literacy Program Activity Budget: Complete this section to indicate total costs of implementing all activities. Provide a brief description of the line item and its cost. Each section must be subtotaled and then a grand total given. The grant funds requested totals must be copied to the *Section II - Total Budgets By Program*. Do not include Match Funds for Section II - Total Budgets By Program. For examples see Administrative Manual, page 7.

See page 38 of the Administrative Manual for complete instructions on non-public school consultation and participation.

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Missouri School Improvement Program (MSIP)

Planning Matrix & Instructions

The following pages are for your use in planning your consolidated discretionary application. You will see a listing of the three discretionary programs on these pages. A matrix is shown to visually portray which programs can furnish funds for this process area and its standards. Below the matrix the same information is explained in more detail.

One of the possible ways you might use these pages in planning would be to determine if your needs assessment or Comprehensive School Improvement Plan indicated a need to improve instruction. In reviewing the pages for Instruction Programs, you might look at Standard 6.3 and notice that every discretionary program may contribute funds in support of this standard. Ways in which you may use these funds are listed below the matrix.

Contrasted to this, you might look at School Services and notice that the Even Start Family Literacy program can only contribute funds for standards 8.7-8.9, 8.11-8.13.

As you are completing your consolidated discretionary application, you will need to mark the process area in which funds are to be used in Section VI - Grants and Their Relationship to the MSIP Process Standards of the application. Each matrix must be kept on file and shown to your federal programs supervisor as part of the monitoring process.

The MSIP Standards and Indicators Manual can be located at the following address:
http://dese.mo.gov/divimprove/sia/msip/index.html

Other resources for planning are available through the Federal Programs Website at the following address:
http://dese.mo.gov/divimprove/fedprog/index.html

Instructional Design and Practices

		Comprehensive School Reform	Homeless Children and Youth	Even Start Family Literacy
6.1	Curriculum	■	■	
6.2	Assessment		■	
6.3	Instructional Programs			
6.4	Instructional Resources			
6.5	Learning Climate			
6.6	School Safety	■	■	■
6.7	Professional Development			
6.8	Library Media Center			
6.9	Guidance			

Differentiated Instruction and Supplemental Programs

		Comprehensive School Reform	Homeless Children and Youth	Even Start Family Literacy
7.1	Special Education			
7.2	Gifted			■
7.3	Vocational			■
7.4	Preschool			
7.5	Parent Involvement			
7.6	Community Involvement		■	
7.7	State/Fed. Program Compliance			

Instructional Design and Practices

Comprehensive School Reform:
- may be used for costs related to this process area as indicated when used for the implementation of a Comprehensive School Reform grant.

Homeless Children and Youth Program:
- may be used for costs related to this process area as indicated when used for the implementation of the Homeless Children and Youth Program.

Even Start Family Literacy Program:
- may be used for costs related to this process area as indicated when used for the implementation of an Even Start Family Literacy grant.

Differentiated Instruction and Supplemental Programs

Comprehensive School Reform:
- may be used for costs related to this process area as indicated when used for the implementation of a Federal Comprehensive School Reform grant.

Homeless Children and Youth Program:
- may be used for costs related to this process area as indicated when used for the implementation of a Homeless Children and Youth grant.

Even Start Family Literacy Program:
- may be used for costs related to this process area as indicated when used for the implementation of an Even Start Family Literacy grant.

School Services

		Comprehensive School Reform	Homeless Children and Youth	Even Start Family Literacy
8.1	District Review	███	███	███
8.2	CSIP	███	███	███
8.3	Board Policies	███	███	███
8.4	Employment Policies	███	███	███
8.5	Community Resources	███	███	███
8.6	Fiscal Management	███	███	███
8.7	Complaint Procedures			
8.8	Public Information			
8.9	Facilities		███	███
8.10	Building Safety	███	███	███
8.11	Health Services			
8.12	Nutrition			
8.13	Transportation			

School Services

Comprehensive School Reform:
- may be used for costs related to this process area as indicated when used for the implementation of a Federal Comprehensive School Reform grant.

Homeless Children and Youth Program:
- may be used for costs related to this process area as indicated when used for the implementation of a Homeless Children and Youth grant.
- may not be used for construction or remodeling of a facility.

Even Start Family Literacy Program:
- may be used for costs related to this process area as indicated when used for the implementation of an Even Start Family Literacy grant.
- may not be used for construction or remodeling of a facility.